



DEPARTMENT OF THE ARMY  
10TH ARMY AIR AND MISSILE DEFENSE COMMAND  
UNIT 25357  
APO AE 09067

AECG-AMD

8 November 2019

MEMORANDUM FOR All Personnel Assigned, Attached, or OPCON to the 10th Army Air and Missile Defense Command (AAMDC), Rhine Ordnance Barracks, Germany 09067

SUBJECT: Policy Letter # 4, The Right of Soldiers, Civilians, and Family Members to Present Complaints to or Request Assistance from the Inspector General

1. All Soldiers, Civilians, and Family Members have the right to present complaints, grievances, or requests for assistance to the Inspector General. These complaints or grievances may include what those persons reasonably believe to be evidence of fraud, waste, and abuse.

2. Before visiting the Inspector General, you should consider whether your chain of command can address your concerns in a more prompt manner; however, you are not required to present your concerns to your chain of command before contacting the Inspector General. Remember to obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You are not required to tell anyone why you want to speak to an Inspector General.

3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. Your servicing Civilian Personnel Advisory Center (CPAC) can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin, or disability, contact the Equal Employment Opportunity Program Office on Kleber Kaserne, Bldg 3213, Rooms 129/103. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; non-appropriated fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense.

4. You may visit, call, or write the Inspector General using the following:

Office Hours: Monday-Friday, 0930-1630 (1500 on Thursdays)  
Building / Room: Bldg 199 / Offices 8 and 9, Rhine Ordnance Barracks  
Telephone: 0631-3406-2224 / 2225 (DSN 314-493-2224 / 2225)  
Mobile: +49(0) 173-274-5672  
Website: <http://www.10thaamdc.army.mil/About-Us/Staff/Inspector-General/>

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Email: [usarmy.rheinland-pfalz.10-aamdc.mbx.ig-hotline@mail.mil](mailto:usarmy.rheinland-pfalz.10-aamdc.mbx.ig-hotline@mail.mil)

5. If you believe that your local Inspector General's response to your concerns is not fair, complete, or in accordance with law or regulation – or if you believe that contacting your local Inspector General may jeopardize your interests –you may contact the USAREUR Inspector General's office at DSN: 314-537-5555, or commercial: +49(0) 611-143-537-5555. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense, Hotline. Their telephone numbers are as follows:

DAIG Assistance Line: 001-800-752-9747

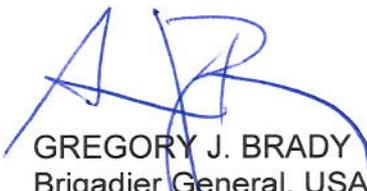
IG, DoD, Hotline: 001-800-424-9098

6. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General or a Member of Congress. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General, a Member of Congress, or any agency established to receive such complaints; however, if you lie or knowingly make false accusations to the Inspector General, you could be subject to disciplinary action.

7. In accordance with Army Regulation 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with an Inspector General.

8. Expiration. This policy is effective immediately and remains in effect until canceled or superseded in writing.

9. The point of contact for this memorandum is LTC Theodore Kaiser, 10th AAMDC Command Inspector General, at 314-493-2224 or [theodore.j.kaiser4.mil@mail.mil](mailto:theodore.j.kaiser4.mil@mail.mil).

  
GREGORY J. BRADY  
Brigadier General, USA  
Commanding